

Curriculum Vitae



Personal Data

Name : Ossama Elbaz Yehia AbouElfettouh
Date of birth : 7/7/1988
Nationality : Egyptian

Residence Visa : Public Accountant
Transferable residency - IQAMA Expiry Date is 16/04/1435 Hijri

Military Status : Exempted
Hometown : Dakahlia Governorate – Egypt
City of Residence : Riyadh – Kingdom of Saudi Arabia
Mobile : +966 56 58 721 57
E – Mail : usamabaz88@gmail.com

Scientific data

Qualifications : **BSC. In Business Accounting English Section.**
University : **Mansoura University** **Graduation Year: 2011**

Languages

Arabic: Mother language. **English:** Very Good (Writing, Reading, and Speaking)

Courses

- ① Preparing Accountants Course (Management Training & Consulting Center)
- ② Peachtree Course (Management Training & Consulting Center)
- ③ ICDL in UNESCO (Word, Excel, Access, PowerPoint, IT, Net, Windows)

{Concerning ICDL Tests: All success rates above **94%**}

Computer Skills

- ① Professionally dealing with the following OS: XP, Vista, Win 7, and Win 8.
- ② Mastering the Office Programs like Microsoft Word & Microsoft Excel and Outlook .
- ③ Good knowledge in dealing with backup programs (such as. Acronis True Image, Norton Ghost,.....)
- ④ Professional in designing Advertising CDs (CD/DVD AutoPlay Menus With interactive interface)
- ⑤ Above - average Level in dealing with Design programs such as Photoshop and Home Video editing programs such as CyberLink Power Director
- ⑥ Professional in dealing with Internet & Print and Lan Administration.
- ⑦ First place in the technological competition for Faculty of Commerce, Mansoura University in 2008

Career Objectives

I'm looking forward to work in a multinational environment or in a big local company in KSA in which I can gain more experience and to learn more about Accounting & Management also I need to work in a cooperative environment where I can improve my qualifications and skills.

Work Experience









EGYPT

Place	Period	Company Name	Job Title	Main Tasks
Mansoura City – Egypt	From: 20/7/2010 To: 26/9/2012 (Part Time) Work hours : Daily : From 5 pm to 9 pm EXCEPT : Friday	Zero Power Est. , (Electronics Importer)	- Accountant - Payroll Officer - Translator	<ol style="list-style-type: none"> ① Prepare and review budget, revenue, expense, payroll, invoices, and other accounting documents. ② Analyze revenue and expenditure trends. ③ Responsible for Inventory Valuation. ④ Communicate with many of China's electronics exporters.



KINGDOM OF SAUDI ARABIA

Place	Period	Company Name	Job Title	Main Tasks
Riyadh City – KSA	From: 29-11-2012 To: Present (Full Time) Work hours : Daily : From 9 am to 6 pm EXCEPT : Friday	<u>Parent Company :</u> Light Trading Est.   (Nyco Military Lubricants Exclusive Distributor- KSA) <u>Subsidiaries:</u> ① Light Contracting   ② Soom for Oil   (SHELL Aviation Lubricants Exclusive Distributor- KSA)	- Financial Accountant - Financial Secretary	① Preparing Balance Sheet and Income Statements for each quarter ② Preparing a Financial Analysis per quarter for the Company. ③ Managing Inventory which contains ~ 30 Different products with value > 2 Million SAR ④ Assistant Head of the accounts of the parent company and its subsidiaries. ⑤ Maintain The Whole Backup Process For The Company.

Finally

I confirm that all details in this Resume is accurate and complete.

Signature

18/5/2013
Usama baz
P. Accountant

► You Can Download the Electronic version of this Resume via the following link: <http://goo.gl/LqIm9>